

RECRUITMENT DIVISION  
ANNUAL REPORT  
FOR  
FISCAL YEAR 1970

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SECTION I

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7 July 1970

MEMORANDUM FOR: Director of Personnel

THROUGH : Deputy Director of Personnel for Recruitment and Placement 

SUBJECT : Recruitment Division's Annual Report for Fiscal Year 1970

#### FY 1970 ACCOMPLISHMENTS

Recruitment in FY 1970 was marked by at least two major factors that influenced our operating procedures and our productivity. A general softening of the labor market, brought on by major reductions in the activities of the aerospace and related electronic industries, made available a greater number and variety of scientists, engineers, and technicians (experienced and unexperienced) than ever previously available in the history of the Agency. A more stringent application of the Agency policy on academic recruitment placed a heavier burden on the individual field recruitment officer to so plan his activities as to avoid confrontations with radical campus elements.

#### ACADEMIC RECRUITMENT

FY 1968 was the high point in academic recruitment regarding confrontation with radicals. Seventy-seven noteworthy incidents occurred during that Fiscal Year. As a result of thorough planning and close coordination with the Office of Security, the number of incidents during FY 1969 were down to 37. In FY 70 there were only 7 incidents that were worthy of press notice. There were numerous "non-incidents" growing out of our practice of cancelling our visit to a campus when we received advance warning of trouble. In many instances, the very fact that we cancelled was the ground~~s~~ for student and press comment. In spite of this, recruiters were able to identify and encourage the application of perhaps the finest group of candidates ever

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available for employment consideration by this Agency. The techniques for accomplishing this and refinement of these techniques for use in future academic recruitment are detailed in Section II under Plans for FY 71-72.

Cooperation of academic officials concerned with placement activities and student affairs remained good in spite of a considerable amount of pressure at many colleges and universities by alienated, activist students such as the Students for a Democratic Society (SDS). A unified position on the rights and responsibilities of college recruiters and placement officials was enunciated by the College Placement Council (spokesman for the several hundred college placement offices in the U.S. and Canada). This pronouncement was fortified by the U.S. Civil Service Commission as it bears on Federal Recruitment. Essentially, these documents assert that while organizations employing the facilities of college placement have an obligation to make their product or service known to interested students, they have no obligation to perform this under duress. Both of these documents are included with this report. By implication these documents vindicate the position long held by this Agency that recruiters or other officials of the Agency are not obliged to "face down" or defend Agency policy before the radicals and morbidly curious who are, in fact, not legitimately interested in employment.

#### COORDINATED ACADEMIC RECRUITMENT

The long standing practice of encouraging the joint participation of Operating Components with our recruiters in academic recruitment continued. Many components were invited to have their representatives join our recruiters on their campus visits but most declined the invitation on the grounds that (a) their requirements were slight and, (b) they were generally satisfied with the quality of candidates our recruiters were presenting. Only OER and the Career Training Program took advantage of the offer. OER provided a full force of representatives to accompany our recruiters at selected colleges and universities (TAB B). The Career Training Program sent a Selection Officer to our [REDACTED] but mostly for training purposes.

At RD request, a senior official of ORD joined our recruitment officer [REDACTED] for a special recruitment effort for Ph.D. candidates [REDACTED] and the

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[REDACTED] Unfortunately both visits were marred by radical protests and the efforts, while productive, were not as fruitful as they might have been.

OBGI representatives visited Geography Departments at a number of colleges and universities to engage in substantive discussions with faculty members. Each representative carried a supply of brochures and resume forms, the latter preaddressed to the resident recruiter nearest the respective college or university.

#### WRITE-IN APPLICANT PROGRAM

As a result of advertising and listings in such general and specialized publications as the College Placement Journal, Engineering Opportunities, Jobs in Geography, Who's Hiring Who, The American Association for the Advancement of Slavic Studies, etc., as well as general "write ins" from apparently well motivated young people, our correspondence handling problem has reached proportions that occupy at least half time of two staff employees in the office of Chief, Recruitment Division. A substantial number of "write-ins" have been worthy of pursuit by our recruiters under our so-called "Decentralized Correspondence" program. In the case of an interesting candidate, a letter is dispatched immediately to the writer informing him that a local representative will contact him for interview. Through careful Headquarters screening, the field recruiters are able to report a high incidence of acceptability of these "self-recruited" candidates. While "write-in" traffic will never satisfy all our requirements, it is growing rapidly as a valuable source.

#### Write-ins Reviewed

FY 70 8,092

FY 69 1,819

#### Write-in Follow Up

1,693

576

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SPECIAL RECRUITMENT PROGRAMS

COOPERATIVE EDUCATION AND SUMMER INTERN PROGRAMS

At TAB C is to be found a full report of Cooperative and Summer Intern Programs.

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COMMUNICATIONS RECRUITING

The Office of Communications was hit more severely by the BALPA and OPRED programs than perhaps any other single component of the Agency. This explains their present satisfaction with a minimum number of applicants qualified as Commo/Tech/Radio, Commo/Tech/Crypto and Electronic Tech/Crypto. There is every expectation, however, that early in FY-71 Commo requirements will increase. Through our many [REDACTED] contacts we are prepared to reopen the "flood gates" with qualified Communications Personnel.

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EXPERIMENTAL CLERICAL TRAINING PROGRAM

As reported in last year's Annual Report, an experimental clerical training program was initiated in late FY-69. This program was designed to identify

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and employ clerical personnel who, while not meeting normal clerical employment standards, appeared to have potential for training and development. In support of the program Recruitment Division conducted 91 interviews. Clearances were initiated on 45 candidates by Clerical Staffing Branch (then part of RD). On 30 June 1969, 17 entered on duty. Clerical Training Faculty, OTR did a commendable job in training and motivating these new employees. At this writing, 14 remain in Agency employment. A similar program is planned for early in FY 71.

#### PROFESSIONAL ASSOCIATION RECRUITMENT

Recruitment support at professional association meetings was requested this Fiscal Year only by the Psychological Services Staff, OMS. At the national meeting of the American Psychological Association held in Washington, D.C., on Labor Day weekend, 1969, Agency recruitment plans were cancelled when radical elements within the APA threatened to disrupt our open recruitment. There were 170 other organizations recruiting at the meeting who were not so threatened. By changing slightly our procedures at such gatherings (posting our requirements at the Association Placement Center, but interviewing only by appointment), Recruitment Division was able to provide support at six regional meetings of the APA during the Spring of 1970 without incident and with great success.

#### GRAD

During FY 1970, Recruitment Division continued its participation in the "GRAD" (Graduate Resume Accumulation and Distribution) System, a computer-based resume referral system operated by the College Placement Council.

A variety of "queries" were made of the system for Electronic Engineers, Computer Specialists, Library Scientists, Economists, etc. Most successful has been a continuing flow of EE's presently in military service and expected out in six months. Response has been running very high to correspondence informing these men that we have their resumes and would be interested in a discussion of employment possibilities. The quality of these applicants is generally good and in many cases they have had applicable military intelligence experience. At this writing there are several "GRAD" applicants in process.

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FEDERAL CAREER CENTER

In late November and early December 1969, RD participated in the Civil Service Commission sponsored "Federal Career Center". This program involved mass advertising in New York area newspapers of the scientific and technical requirements of 27 Federal, State, and Municipal government agencies. Interested applicants filed resumes with the CSC indicating interest in interviews with specific agencies. Copies of the resumes were made available to all participating agencies who, in turn, noted candidates they would wish to interview. Where there was mutual interest expressed as between an applicant and an agency, the CSC arranged an interview during a specified three-day period in New York City. Representatives of TSD and OCS, briefed on the S&T requirements of the entire Agency, [REDACTED] recruiter for the three-day period. Forty-seven (47) candidates were interviewed, 15 complete applicant cases were developed and several are still under active consideration. We have tentatively agreed to participate in similar programs in the future.

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WASHINGTON AREA RECRUITMENT OFFICE

A full report of the activities of WARO is to be found at TAB D.

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FY 1970 RECRUITMENT PRODUCTION

In response to the Advanced Staffing Plan for FY-70, Recruitment Division submitted 4,929 complete applicant cases:

<u>Category</u>	<u>Required</u>	<u>Submitted</u>
Professional (Including CTs, Technical and Contract)	778	2,491
Communicators	143	275
Clerical (Including Wage Board)	<u>1,416</u> 2,337*	<u>2,160</u> 4,926

During FY 1970, new EODs (Entrance-on-Duty) attributable to RD efforts were as follows:

Professional	316
COMMO	48
Clerical	<u>1,025</u> 1,389

For many years Recruitment Division has been at a disadvantage in demonstrating its capabilities; that it has been providing an adequate flow and an adequate mix of qualified employment candidates to meet the requirements levied upon it. Beginning in FY-69 an exact count and categorization of each and every complete, recommended, applicant case has been maintained. The results of this continuing study suggests that there is not now and probably never has been a "recruitment failure", but rather that the manner in which available candidates are selected "in house" is not as efficient as it might be. A breakdown of the flow and mix is at TAB E.

\*During FY-70, the Advanced Staffing Plan was substantially revised downward.

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